



**Vacancy Announcement
U.S. Embassy
Algiers, Algeria**

Vacancy Announcement (VA)
11-2013

OPEN TO: All Interested Candidates
POSITION: Foreign Service National Investigator, FSN-7*; FP-7** (Please refer the position title or VA number in your application to be considered)
OPENING DATE: April 16, 2013
CLOSING DATE: Open Until Filled
WORK HOURS: Full-time; 40 hours/week
COMPENSATION: DZD 785,264* (Grade 7)

ALL APPLICATIONS MUST BE SUBMITTED IN ENGLISH

*This represents the total annual compensation including salary, bonus and benefits.

**Not-Ordinarily Resident (NOR); Salary to be confirmed by Washington.

NOTE: NON-ALGERIAN RESIDENT APPLICANTS MUST BE RESIDING IN COUNTRY AND HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION

The U.S. Embassy in Algeria is seeking an individual for the position of Foreign Service National Investigator in the Regional Security Office.

BASIC FUNCTION OF POSITION

Serves as Foreign Service National Investigator at post. Performs sensitive background, employment, criminal and security investigations, as directed by the Regional Security Office. Responsibilities include all security related duties as directed by the Regional Security Office including the security and safeguarding of U.S. personnel and property. Occasionally is responsible for handling cash for purchases

Please contact the HR Office if you wish to review a copy of the complete position description listing all duties and responsibilities of the position.

QUALIFICATIONS REQUIRED

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- 1. Required Education:** Completion of secondary school is required
- 2. Prior Work Experience:** Two years of progressively responsible experience in security or Two years administrative within the private security sector, civilian or government police, or military is required.
- 3. Language Proficiency:** Level III English, French and Arabic are required.

4. Other criteria: Knowledge of local laws, local procedures, and methods of conducting interviews is required. An understanding of practical application of criminal law in Algeria. Knowledge of interviewing and observational techniques is vital.

5. Other Skills and Abilities: Must be able to distinguish fact from opinions and be able to report facts in an articulate, logical and concise manner. Candidates must be able to communicate with others effectively in order to gain their cooperation. Must have ability to maintain confidentiality and display the highest levels of integrity and honesty. Incumbent will possess excellent interpersonal skills to relate to all levels of staff within the Department. Must have extensive knowledge of MS Office, especially Excel, Word, and Outlook, and display outstanding written reporting skills. Possession of driving license is mandatory.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest and budgetary restrictions in determining successful candidacy.
2. Current employees serving a probationary period (6 months or 1 year) are NOT eligible to apply.
3. Eligible Family Members that currently hold a Family Member Appointment are ineligible to apply for advertised positions within the first 90 calendar days of that appointment.

SELECTION PROCESS

Eligible Family Members and U.S. Veterans will be given preference when considered equally qualified for Embassy Vacancy Announcements. Therefore it is essential that the candidates address the required qualifications as specified in the application.

TO APPLY

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment (UAE) as a Locally Employed Staff of Family Member (DS-174); **or**
2. A current resume or a curriculum vita that provides the same information found on the DS-174.
3. Candidates who claim U.S. Veterans preference must provide a copy of their form DD-214 with the application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
4. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirement of the position as listed above.

THE DOCUMENTS REQUESTED ABOVE MUST BE SUBMITTED OR THE APPLICATION WILL NOT BE CONSIDERED.

CLOSING DATE FOR THIS POSITION: Open until Filled

The US Mission in Algeria provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

Point Of Contact:

Submit Application to: **Human Resources Office**

Attention: Foreign Service National Investigator, Vacancy Announcement # 11-2013

Point of Contact: Human Resources Office

For quickest reception fax to: 0770 082 288

Post to: BP 408 16000 Alger Gare

E-mail to: **usembassyalgiers_app@state.gov**

Note: Only the best qualified applicants will be contacted for test and an interview